

*July
(190/Pers)*

21 March 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
21 March 1975

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1. Co-op Recruitment at VPI: Last week our Associate Co-op Coordinator, ██████████ visited Virginia Polytechnic Institute and reported to us on a continuing series of articles which have appeared in the campus paper relating to the cancellation of CIA's recruitment there in January. The engineering students have continually complained that their right to interview with a prospective employer was denied at a time when jobs are particularly scarce. VPI student protestor, Bob Bach, said that the actions of the CIA in recent years have been "intolerable." According to David Hill, Dean of Students, it is CIA's policy not to come where they are picketing, they don't need to worry about it, the CIA can always go elsewhere to recruit. This statement was conveyed to us by Dean Gordon Brown who is concerned that a few students have ruined many other students' chances of employment "in a good agency that pays well."

2. Nuclear Engineers - Co-op: The Coordinator for Cooperative Programs visited North Carolina State University for the first time on 18 March. Two nuclear engineering students were selected and if they successfully complete the processing will be the first nuclear engineering students in our Co-op Program.

3. Summer Intern Processing: All 63 Summer Intern applicants have submitted their papers and are in process. The processing is two weeks further along than it was at the same time last year.

4. Status Report of Retiree Homecoming (Alumni Days): As of 20 March, all lists of retirees have been reviewed by Special Activities Staff/OP, OMS, CCS and OS. The Headquarters Mail Room has started to stamp the return envelopes in which invitees will indicate their interest or lack of interest in attending the Homecoming. When we receive the

approval to begin sending invitations, the return envelopes and invitations will be stuffed into envelopes already addressed and will be sent out. We now have approximately 3500 invitations ready to be sent. The invitations have first priority, but in any periods of slack we are working on a master list of names and addresses which will be used at the check booths in Headquarters on Alumni Days.

5. CEMLOC Conversion: The CEMLOC Conversion Team succeeded in eliminating the backlog of initial data collection forms for both staff and contract personnel and is now concentrating its efforts on achieving total record integrity and a number of other key tasks which had to be put aside previously pending completion of the data base. Regular daily transaction volume has been heavy as components reexamine their original input to the system.

6. CIA Telephone Directory: The personnel data segment of the new CIA Combined Telephone Directory was released to Printing Services Division on 28 February. The material had been carefully reviewed by DDO Publications Control and the Cover and Commercial Staff. The new directory will contain listings for the DDO/A/DDO, their secretaries and contact personnel of DCD. Other DDO personnel were excluded. Other Directorates have very extensive coverage in the new directory.

7. Federal Length of Service Pins: In a discussion with the manufacturer of the Federal Length of Service Pins this week, the Office of Logistics Procurement Office was informed by the manufacturer that it would be at least another 10 days before they could complete our order. There is apparently some trouble with the silver pins and the Agency's order and those of other Government agencies are being delayed.

8. APP: Graph charts have been completed for the mid-year FY 1975 APP report.

9. New Position Management Survey: A meeting was held with OJCS officials this week to initiate a survey of the office and we expect to begin next Monday.

10. Rehired Annuitant: During the week I approved the termination of the following rehired annuitant:

[REDACTED] -- Office of Training --
Independent Contractor.

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11. Cancelling FEGLI (Federal Employees Group Life Insurance): A number of employees have cancelled their regular FEGLI, apparently as a result of the notice of the increase in premiums. We will monitor this situation for the next few weeks.

12. Redskin Tickets: An EAA-Gram has been distributed announcing the drawing for Redskin tickets. Some employees have already turned in their applications and inquired about tickets for pre-season games.

13. Educational Aid Fund: To date 54 completed EAF applications have been received. The deadline for applications has been extended until 1 May 1975 for personnel in remote areas of Southeast Asia.

Coming Events

1. We plan to work on the drafts of FY 1976 APP report forms.

2. Arrangements have been completed for religious services in the auditorium on Good Friday, 28 March. Catholic services will be held at 11:00 a.m. Protestant services will be held at 12:30 p.m.

3. We will continue work on the Program Call.

4. The Flexoline system used by the Mail & Courier Branch for routing Agency mail will be converted to the new data format during the week of 24 March. Two additional Flexoline systems maintained by CCS for routing cover telephone calls received through their cover telephone facility may also be converted during the week of 24 March, depending on the availability of machine time.

"/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

Distribution:

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